

TERMS OF REFERENCES

Job title:	National consultants (up to three) to develop data-based analytical Women's Profiles
Potential Applicants:	Group of national consultants (up to three people, including a team-leader) with appropriate expertise: <u>Expert 1</u> - set of profiles on <u>women with social issues</u> : (1) Women with special needs, (2) Women aff/infected with HIV, (3) Elderly Women <u>Expert 2</u> - set of profiles on <u>women at risk</u> : (4) Rural Women, (5) Women Migrants, (6) Women Victims of Violence, (7) Roma Women and Girls <u>Expert 3</u> - set of profiles on <u>women in leadership</u> : (8) Women in Elected and Appointed bodies, (9) Women in Economy & Business, (10) Women in Decision making (by professional fields - peace and security, judges, lawyers, academicians, etc.).
Application Deadline:	22 April 2015
Expected Duration of Assignment:	May-August 2015, estimated volume of work – up to 10 full working days per one analytical brief, plus 10 working days for team-leading by one of experts
Reference to Project:	UN Joint Project on Strengthening the National Statistical System, Participating agencies UNDP and UN Women
Project Activity:	#4. Improve availability of disaggregated statistical data #5. Strengthen the capacities of data users to use available statistics
Contract type:	Individual Contracts
Beneficiary:	Government of the Republic of Moldova, local public authorities, civil society, general public

BACKGROUND

Currently, a UN Joint Project on Strengthening the National Statistical System of RM is implemented by the National Bureau of Statistics (NBS) of the Republic of Moldova, in partnership with 5 UN agencies (UNDP, UN Women, UNFPA, UNICEF, ILO), and aims at improving data collection, production, dissemination and use of statistical information with particular attention to national needs and official statistics overall conformity with international, in particular EU standards. One of the Statistics Project's intended results is the **improved use of available disaggregated statistics** by different categories of data users in particular for evidence-based monitoring of policies, development strategies, programmes, etc.

The strategic planning and administration of public resources at any level of decision-making becomes efficient when needs and rights of the population, in particular vulnerable ones, are properly secured and addressed, and when the public authorities have sufficient capacities to justify their decisions and actions by relevant evidences. On the other hand, population, being sufficiently informed and willing to take use of the available evidence for their own benefit, has more opportunities to participate and influence decision-making and hold the authorities accountable for their actions.

Different communities and groups of men and women in Moldova have diverse needs (based on their different roles and responsibilities in society) and unequal access to opportunities and resources, including capacities and means by which they can support various local services financially. The recognition of the importance of equality of opportunities and the empowerment of women is explicitly expressed in the **international commitments** undertaken by Moldova (e.g. signing CEDAW, Beijing Platform, certain ILO conventions), as well as **national legal and regulatory framework on gender equality** (e.g. adoption of the Law on the Equality of Opportunities between Women and Men¹, the Law on the prevention and countering of family violence², National Program for Ensuring Gender Equality 2010-2015³ and its action plans, etc.).

The collection and analysis of data disaggregated by multiple forms of vulnerabilities help to examine differences in women's and men's lives, including those which lead to social and economic inequity for vulnerable people, to apply this understanding to national, sectoral and local policy development and service delivery and to achieve positive change for people subject to discrimination based on gender, income, ethnic or religious identity, disability or other factors, which make them vulnerable. Thus, applying analysis based on the multiple disaggregations of data at the very early stage and throughout the whole process of implemented reforms removes the probability of eventual policy planning and resource management on the basis of wrong or assumptions and inaccurate/confusing stereotypes.

Gender statistics are the basis of any analysis of socio-economic relations between sexes, they indicate the place and role of women and men in a society, they make possible the formulation of forecasts, defining of targets, monitoring the progress in achievement of gender equality and of broader society development objectives, and they are a valuable tool in raising public awareness⁴.

¹ <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=315674>

² <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=327246>

³ <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=333441>

⁴ NATIONAL REPORT on the implementation of the Beijing Declaration, the Platform for Action (1995) and the outcomes of the 23rd special session of the General Assembly (2000), Chisinau, 2014

According to the latest data users opinion⁵, in the recent years the availability of disaggregated data has increased⁶, but, nevertheless, sex disaggregated data use for evidence based policy making is still an issue, the interpretation of data remains deficient for the users (in particular public servants, media and CSOs).

Given the low levels of understanding and importance given to statistics among policy makers and other stakeholders, combined with growing demand for internationally comparable, reliable, systematic and disaggregated data, the interventions in the area of statistics have to be continued to make a real impact on the culture of decision-making. Different types of users should use official statistics and administrative data at all stages of policy cycle to develop the most relevant, effective and efficient measures and interventions that will have the expected impact on people's life, in particular the vulnerable groups.

Specific context on availability of gender sensitive evidences

As it regards the official statistics, in previous years, the UN Joint Project responded to gaps related to the quality and availability of sex-disaggregated statistical data. On one hand, this included actions on improvement of **statistical production** of new or improved datasets on topics of the greatest interest for gender equality measurement (e.g. violence against women, women's entrepreneurship, socio-demographic profile, migration, child labour, aging, etc.). Besides numerous *statistical products* aimed to describe and measure gender sensitive issues⁷, at the end of 2014, NBS launched a new distinct compartment on *Gender statistics* in its web *DataBank*⁸ which includes *data series* on a set of (42) gender indicators (most of which calculated for the first time ever by NBS), compliant with the set recommended by UN Statistical Commission.

On the other hand, efforts have been undertaken to raise **public awareness and capacity building** on gender statistics and its role as appropriate evidences to be used for formulation of strategic objectives, justification of policy actions, measurement of the impact of actions performed by public authorities over population's life, as well overall information of the citizens. This has been addressed through:

- capacity building for gender focal points in line-ministries, social assistants, media;
- equipping public authorities with certain tools aimed to serve as a platform for mainstreaming gender into national policies and more efficient monitoring and reporting on the promotion of gender equality;
- development of *gender statistics' user guide*, *analytical texts* and *graphical materials* (of different format and complexity – analytical reports and briefs, maps, info-graphs, calendars, brochures, etc.) aimed to exemplify the use of gender sensitive data for tracking certain phenomena and explanation of observed evolutions in the status of women and men in the country;

At the beginning of 2015, at the request of the Ministry of Labour, Social Protection and Family, the National Bureau of Statistics (as the main body responsible for the collection, centralization and dissemination of sex-disaggregated data⁹) initiated a data gathering exercise, from sources of official and administrative statistics, on the basis of the Harmonized Set of Gender Sensitive Development Indicators¹⁰. Data series, to be collected from different sources during this exercise, as well as other available gender statistics will be used to develop the next edition of statistical publication on *Women and Men*¹¹ in the Republic of Moldova, as well as thematic analytical brief papers by different categories of women representing vulnerabilities they have to face. These gender sensitive and evidence-based products will aim at supporting the policy-making targeting women and men, in particular as it regards the design and formulation of the new national programme on ensuring gender equality in the country covering the period after 2015 (when the current programme expires).

The current availability of statistical data about the vulnerable groups disaggregated by territory, gender, age, ethnicity, language, religion, disability, health status and other categories is better than 5 years ago but still needs improvement, and, being complemented by data from administrative sources and reliable independent studies, represents a solid basis for M&E of reforms, assessment of their impact and the degree of inclusion of particular vulnerable groups in decision-making and policy implementation, empowerment of these people.

Given the above context, one of the UN Joint Project's targets in 2015 is the increased capacity of the national stakeholders to appropriately use the available statistics for the measurement of gender sensitive phenomena and their coverage in policy papers, through justification of the pending issues by sectors to be considered for the elaboration of the new national program on gender equality. For that, the Project is to contribute to the improvement of sex-disaggregated data and analysis made available to decision-makers and planners within the Moldovan central, regional and local government system so that policy and planning on gender equality at all levels is properly informed.

Objectives of consultancy

Under this assignment the United Nations Development Programme (UNDP) Moldova through UN Joint Project "Strengthening National Statistical System" is seeking to hire **a group of national consultants** (up to three people, sufficient to cover 10 topics of concern, including a team-leader) **to develop a series of thematic data-based analytical Women's Profiles**.

The expected knowledge product will consist of a series of thematic and brief multi-dimensional data analyses (hereafter called *analytical briefs*), focused on description of the most relevant analytical determinations of women from different groups. In the context of present assignment areas of concern are determined by the vulnerability factor/dimension. Therefore, the list of **core topics** to be covered by the expected briefs includes:

- **Expert 1** to work on the set of briefs on women with social issues: (1) Women with special needs, (2) Women aff/infected with HIV, (3) Elderly Women

⁵ Data users' satisfaction survey with NBS data and services, 2012-2013, <http://www.statistica.md/pageview.php?l=ro&idc=399&id=2740>

⁶ Examples: gender statistics produced by NBS (<http://www.statistica.md/category.php?l=ro&idc=264&>), as well as other surveys such as Multiple Indicator Cluster Survey (MICS 4), 2013.

⁷ Statistical publications and data series on gender sensitive topics, produced by NBS and available on <http://www.statistica.md/category.php?l=ro&idc=264&> <http://statbank.statistica.md/pxweb/Database/RO/databasetree.asp>

⁹ Article 22 of the Law no.5 as of 9.02.2006 on Ensuring Gender Equality between Women and Men: (1) National Bureau of Statistics will collect, process and generalize sex-disaggregated statistical information; (2) Central and local public administration authorities, parties, other social-political organizations, legal entities and entrepreneurs will present the necessary sex-disaggregated information to NBS.

¹⁰ National set of harmonized gender sensitive statistical indicators by the 8 domains of interventions set in the National Program for Ensuring Gender Equality 2010-2015 (NPEGE), <http://mmps.gov.md/md/documente/>

¹¹ The last edition of Women and Men was issued in 2012 and included the Analysis from a territorial perspective, <http://www.statistica.md/pageview.php?l=en&id=2199&idc=263>

- **Expert 2** to work on the set of briefs on women at risk: (4) Rural Women, (5) Women Migrants, (6) Women Victims of Violence, (7) Roma Women and Girls
- **Expert 3** to work on the set of briefs on women in leadership: (8) Women in Elected and Appointed bodies, (9) Women in Economy & Business, (10) Women in Decision making (by professional fields - peace and security, judges, lawyers, academicians, etc.).

The list might suffer certain changes (to be justified) depending on the availability of statistical data and vision of hired experts.

Thus, the **overall objective** of the assignment is to provide national stakeholders with brief but clear analysis, through gender lens and other disaggregation dimensions (such as age, employment and/or marital status, education level, urban/rural place of residence, etc.), of statistical data which measure the progress on gender equality and degree of vulnerability, marginalization, exclusion or, vice-versa, advantages and benefits of particular groups of women in the Republic of Moldova, describe the factors and determinants causing such a status, side effects/impact resulted, correlation with linked issues/elements/events/areas, etc. (justified and accompanied by appropriate data tabulations).

The respective analytical briefs may: i) contain a summary of recommendations and/or practical measures, to be undertaken by the Government and the civil society, aimed to improve the situation of vulnerable categories of women for their better equality with men, and ii) highlight gaps in data availability and possible improvements. The produced texts are expected to serve for baseline analysis during the justification/ formulation of the next gender equality national programme.

As it regards the data to be used for analysis, priority will be given to official and administrative statistical data sources, at national and/or sectoral level, as well as comparative approach (women vs men, young vs elderly, urban vs rural, etc.) will be applied.

The expected knowledge product will lie in the work, expertise and experience of the applying experts and their ability to capture knowledge and transform it into products which can help others to learn. It should creatively and innovatively extract information from prior knowledge, associated with newly-produced data of NBS (knowledge basis), and transform it into a tangible artifact in order to present, communicate and teach the targeted audiences on sex-disaggregated data use. The scientific **homogeneity** of the analytical briefs and their **integrity** as components of the envisaged product will be ensured by one member of the team of consultants assigned as a **team-leader** and coordinator of the whole process. Conceptual guidance might be provided by **UNECE**¹² expert on gender statistics which will include recommendations for the content/structure of profiles (to be followed by each national consultant), relevancy of the lists of indicators to be used, feedback on the delivered briefs, etc.

Target groups of the produced analytical briefs are the government institutions, civil society, think-tanks, academia, media and general public.

Scope of Work

Under the current assignment the UN Joint Project, in collaboration with NBS, are looking for the following expertise on the part of the hired national consultants:

- To **develop a knowledge product** consisting of a series of thematic data-based analytical briefs (of 5-15 pages each – dependent on the topic and excluding annexes) related to the profile of women from vulnerable groups in Moldova (mentioned under *Objectives of consultancy* above), including conclusions and recommendations supporting the evidence-based decision-making in relevant areas of Government activity on gender equality;
- To ensure the **communication and dissemination** of produced analytical briefs, in a user-friendly format and manner, comprehensible to target audiences.

Expected Outcomes of the work

Because gender statistics are essential elements in defining policy targets, the envisaged Women's Profiles should be useful first of all for development (for baseline analysis) of a new programme post 2015 aimed at ensuring women and men equality, as well as for identification of areas for further intervention of government and private sector, development partners and CSOs responding to the basic needs of women representing vulnerable groups. Such interventions would target: the increase of visibility of women in areas of expertise traditionally considered masculine, improvement of business climate for women and female entrepreneurship, economic empowerment of women and strengthening of their financial independence, balanced participation of women and men in decision-making, preventing and fighting domestic violence through implementation of legislation and national mechanism, etc.

In the medium run, the successful accomplishment of the present assignment's targets should lead to:

- enhancement of usage of official and administrative sources of information for policy monitoring and civil engagement;
- strengthening the national monitoring and reporting on gender equality, social inclusion, etc.;
- identification and addressing the gaps in multi-dimensional data availability;
- increase of awareness and knowledge of data users to better understand the contents of statistics, to use statistical indicators which are appropriate to measure & study the socio-economic characteristics of vulnerable groups at risk of social exclusion, marginalization, inequality, and to refine the policy measures promoted by them at national/local/regional levels;
- identification of gaps and areas of further concern of the Government and non-government organizations aimed to improve the welfare and societal status of the studied groups of women population.

Tasks and Activities to be performed

The contracted team of consultants, under the overall supervision of the Project and coordination of the team-leader, is expected to:

- Undertake a desk review** including:
 - Analysis of the *available resources* on the topics of the assignment: statistical databank and website, printed and electronic publications, reports, surveys, applied methodologies, as well as relevant national legislative and policy documents for the topics to

¹² <http://www.unece.org/>

be covered by analytical briefs, the results of previous relevant activities undertaken by NBS and UN activity, international experience and best practices of gender-sensitive data dissemination;

- b) Propose adjustments to *own approach* for the expected activities and *detailed work plan* that encompasses the above-mentioned objectives and agree them with Project stakeholders;

[Team-Leader responsible for the task with the support and participation/inputs of other two team-members]

2. **Prepare the content and outline** of the future analytical briefs, as well as the **data compilation**:

- a) Draft a list of issues which can be analysed through gender lens based on the desk review results and data availability and agree, based on consensus, with the team of experts and Project team on the final *topics of Women's Profiles* to be delivered and the structure to be followed by each author;
- b) Set the list of *statistical indicators*, correlated variables, dimensions of data disaggregation and time series to be used in the envisaged analyses by topics of analytical briefs. If the need is confirmed, NBS support may be required for additional cross-tabulations and output tables on the basis of the active statistical surveys or requested from holders of appropriate data sources;
- c) Make suggestions for additional statistical *data sets* (aside from the one generated from the official and administrative) which can improve the research on the topics of analytical briefs;
- d) Validate the identified topics and indicators for analytical briefs (points a-c above) through consultations with the relevant Project's stakeholders aiming to ensure their relevance, applicability, usefulness and linkage with the county context, policy framework and strategic priorities;

[Each of three consultants responsible for the task per his/her set of topics, Team-Leader responsible for generalisation, under the conceptual guidance of UNECE expert //remotely//]

3. **Develop gender sensitive analytical briefs** on identified topics of future Women's Profiles on the basis of available statistical data:

- o Analysis would include core characteristics of analysed groups of women, differences and similarities inside the targeted groups and in relation with opposite population or/and national averages, evolution in time of the state of affairs, degree of vulnerability, marginalization, exclusion or, vice-versa, advantages and benefits of concerned groups of women, factors and determinants causing such a status, complemented by international (data-based) comparison, conclusions and recommendations, other elements (mentioned under *Objectives of consultancy*);
- o The *multiple disaggregation* dimensions, reflecting the categories of female population of special interest for the present assignment, to be applied during the whole analysis are: age (children, young, adults and elderly), rural and urban inhabitancy, education level, occupational, marital and parental status, level of welfare, others;
- o Because the expected analytical briefs will be developed by different members of experts' group, with intimate knowledge of using the analytical technique and expertise on the researched topics, all of them should represent homogenous parts of one integrated final knowledge product to be communicated to the target audience. Therefore the *scientific homogeneity* of the analytical briefs and their *integrity* as components of the envisaged product will be ensured by one member of the team of consultants assigned as a team-leader and coordinator of the whole process;
- o For meaningful *learning and knowledge sharing*, expected knowledge product (consisting of thematic analytical briefs) should:
 - ~ Be aimed to improve the understanding of analyzed issues;
 - ~ Designed for the target audience, relevant to decision-making needs and based on available data without any bias;
 - ~ Timely, written in an easily understandable language, data presented in a clear manner using graphical representation;
 - ~ Validated through a quality assurance process with relevant stakeholders and consistent in presentation;
 - ~ Contain genuine data-based analysis excluding any overlaps with products on the same topics commissioned by other institutions.
- o The size of analytical briefs will vary from 5 to 15 pages each excluding annexes, depending on the topic's complexity and evidence availability. Briefs should be agreed with NBS, MLSPF, UN Women and UNDP and delivered as ready (off-the-shelf) materials for dissemination;
- o Strong linkage will be ensured to the key recommendations provided by human rights bodies and instruments, such as UPR, CEDAW, CRC and others.

[Each of three consultants responsible for the task per his/her set of topics, Team-Leader responsible for coordination of work, UNECE expert will provide feedback on the delivered texts //remotely//]

4. **Other activities** *[Each of three consultants responsible for the tasks per his/her set of topics, Team-Leader responsible for coordination of work]:*

- a) Participate in *dissemination and public presentation* of produced knowledge product through:
 - ~ Development of extracts of produced briefs and provision of content advice to the specialists in charge of graphical presentation of results via info-graphs;
 - ~ Support to organisation and facilitation of minimum two public presentations of produced briefs with the participation of concerned target groups (in particular a round-table for gender focal points in line-ministries, civil society, media; a presentation in the framework of Governmental Commission for Gender Equality), gather and consider their feedback;
 The dissemination of (electronic or printed) analytical briefs may be conditioned by the international date of celebration of concrete topic (e.g. International Day of Peace on September 21, International Day of Older Persons on October 1, International Day for the Elimination of Violence against Women on 25 November, World AIDS Day on December 1, International Day of Persons with Disabilities on December 3, International Migrants Day on December 18, etc.);
- b) Ensure a high level of work, efficient *communication and cooperation* with Project's national counterparts and stakeholders, UN staff;
- c) Develop an *activity report* on consultancy undertaken, including stages passed, resources used, results obtained versus expected, impact of obtained results, risks overcome, problems faced, lessons learned, conclusions and follow-up recommendations.

The work of consultants will be led by a **Team Leader**, function cumulated by one of the three national consultants besides the tasks related to the area of topics applied. Thus, the Team Leader will be responsible for coordination and consistency of produced reports and additional to the above mentioned tasks, the Team leader would have to:

1. process the inputs provided by the members of expert team and set up a common work plan and the methodology;
2. distribute the tasks among the team members and observe their execution;

3. ensure a common/harmonized approach to the topics and tasks of assignment;
4. provide guidance to the team members throughout the stages of assignment on actions, structure & content of reports to be developed and, thus, ensure the scientific homogeneity and consistency of the final products;
5. coordinate the process of consultation with the Project's key partners, relevant stakeholders and **UNECE** expert to validate the findings of produced briefs, to collect and consider their feedback and recommendations for improvement;
6. develop, with the contribution of team members, the synthesis report on the main outputs of assignment.

The Consultants will ensure a high level of analytical thinking, efficient communication and cooperation with the NBS, line ministries, UN Women and UNDP and other relevant institutions and are expected to perform a team-work for the successful fulfilment of the formulated tasks. All activities under the present assignment will be correlated to the needs of key-stakeholders and in compliance with the international standards, relevant national and sector policy documents, and will be built on the previous and on-going activities undertaken by the Projects and national counterparts.

Expected Deliverables and Estimative Timeframe

Performing the mentioned above activities, the contracted team of consultants will be responsible for delivering of the following outputs, comprising the main milestones:

<i>Deliverables and Outputs</i>	<i>Tentative timeframe</i>	<i>Expert 1 – "social" set</i>	<i>Expert 2 – "at risk" set</i>	<i>Expert 3 – "leadership" set</i>	<i>Team leader</i>
1. Detailed approach and working methodology aimed to achieve assignment's objectives, including: <ol style="list-style-type: none"> a. Methodology of work, tools, analysis techniques to be applied b. detailed Action Plan, including timelines and dates of outputs' delivery, as well distribution of responsibilities in the team 	In 1 week from contract date	C	C	C	R
2. Core elements for expected knowledge product, including: <ol style="list-style-type: none"> a. List of issues/topics to be subject to analytical briefs, consulted with the Project, NBS and other relevant stakeholders b. Output tables, indicators, appropriate disaggregated dimensions on the basis of which analytical briefs will be developed c. Content and outline of future analytical briefs 	In 3 weeks from contract date	R Set 1	R Set 2	R Set 3	G
3. Draft set of analytical briefs by topics	Within 1.5 months from contract date	R Set 1	R Set 2	R Set 3	G
4. Finalized set of analytical briefs incorporating feedback and inputs from UN Project and NBS	Within 2.5 months from contract date	R Set 1	R Set 2	R Set 3	G
5. Extracts of analytical briefs for graphical representation and handouts for public presentation of outputs to the key stakeholders and target audience	Within 3 weeks from date of finalized briefs	R Set 1	R Set 2	R Set 3	G
6. Narrative report on undertaken assignment	Within 1 week after presentation of outputs 4-5	C	C	C	R

(Note 1 on abbreviations used: G — provides guidance, coordination or generalisation, R and grey — is responsible for deliverable, C— contributes and/or supports)

All the deliverables should be agreed with NBS & Project staff and be provided in Romanian (except the last one –in Romanian & English), electronic copy.

The activities under the present assignment are expected to commence at the **beginning of May 2015** and be fully completed by **middle of August 2015**. The volume of consultancy has been estimated at up to **10 working days per one analytical brief** in any of sets and **up to 10 days for team leading role** (full days of 8 hours) (*could be changed if correspondingly justified*) during which all the activities and outputs/results envisaged under the present assignment are expected to be performed.

Note 2: The mentioned number of working days has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of assignment, and it can not be used as criteria for completion of work/assignment. The provision of envisaged deliverables approved by the Project partners and concerned national stakeholders would be the only criteria for the Contractors work being considered completed and eligible for payment/s.

Qualifications and Skills required

The consultants are expected to comply with the following qualification criteria:

Education:

- Master degree in the area of development economics, social sciences (demography, labour, education, health, etc.) and/or other science related to areas of assignment;
- Additional certifications in the area of gender equality or other relevant area (*will be an asset*);

Experience:

- At least 5 years of previous working **experience** consisting of substantial participation in **analytical** (thematic analysis, assessments, evaluations and/or reviews, etc.) and/or **policy advisory works** in the areas relevant to the present assignment and gender equality at general (*the last - mandatory for the team-leader*):
 - **Expert 1** - social area targeting people with special needs, people aff/infected with HIV, elderly population, other
 - **Expert 2** – economic, human rights, other areas targeting people at risk of geographic and ethnic exclusion, migration, violence, etc.
 - **Expert 3** – areas of leadership at executive, legislative, professional, other levels
- At least 3 records of practical experience related to the **use of statistical data and evidences** (*preferably in the applied area of expertise*);
- Experience of analysis on gender equality;

- Experience of collaboration with **Government** in area/s relevant for the present assignment;
- Experience in working with **development partners** (in particular UN/UNDP) and nongovernment organizations, in particular in area/s relevant for the present assignment;

Competencies and Skills:

- Excellent **analytical**, writing and communication **skills**;
- Good **knowledge** of the gender equality, social inclusion/exclusion, marginalization, discrimination, other relevant **concepts**;
- Knowledge and **practical** experience of **work** with statistical analysis software (SPSS, STATA) and ability to work with large datasets, on-line web-based applications (*would be an advantage*);
- Familiarity with the **national context** (legal and policy framework) related to the areas of assignment concern and international practice;
- Romanian **language** proficiency; Good skills in oral and written English;
- Ability to analyse, plan, communicate effectively orally and in writing, draft reports, solve problems, organize and meet expected results, adapt to different environments (cultural, economic, political and social);

Personal Qualities and other requirements:

- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- Ability to be independent, impartial and credible in a challenging environment;
- Availability to work with UN and Project's national stakeholders during the indicated/approved period;
- Adherence to UN's values and ethical standards;
- Cultural and gender sensitivity.

Additional to the above, the criteria for team leader position, includes:

- At least 3 experience records on undertaking of leading role in similar analytical activities/assignments.

Organizational settings

The team of consultants, coordinated and guided by a team-leader, is expected to work in a close cooperation with the national counterparts and the UN staff, and under the supervision of the Joint UN Project, and to keep them updated on the progress at appropriate intervals during the assignment.

All deliverables and reports shall in be submitted to the Project Manager who is responsible for approving the reports and deliverables (with prior coordination with the NBS, other national counterparts, UN Women and **UNECE** colleagues). The Portfolio Manager will supervise the progress and quality of each stage and the overall process.

Financial arrangements

Payments will be disbursed in installments upon submission and approval of deliverables and certification by Project Manager, that the services and products were satisfactorily performed.

Performance Evaluation

Contractors' performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

Travel Requirements

During the contract period no travel is required.

SUBMISSION OF PROPOSAL

The submission package will consist of:

1. Technical Proposal:
 - explaining how applicant responds to each of the qualification requirements and why he/she is the most suitable for the work;
 - describing a short vision on achievement of tasks

Applicant will clearly indicate in the Technical Proposals what set of analytical profiles/briefs he/she is supposed to develop and if is willing to cumulate the team leading role.
2. Personal information (as a detailed CV or as a Personal History Form /P11) including records on past experience in similar projects/assignments and concrete outputs obtained;
3. Financial proposal/s (in USD - *see Annex 2 to ToR*):
 - a. For the applied set of analytical profiles/ briefs - specifying a total lump sum amount (including all related costs and the number of anticipated working days per profile/brief in the set);
 - b. For the team-leader position (if to be cumulated by applicant) - specifying a total lump sum amount (including all related costs and the number of anticipated working days for the team leading role).

ANNEX 1

List of available relevant NATIONAL publications:

- Ghidul Utilizatorilor Statisticilor de Gen (Gender Statistics User's Guide), http://www.statistica.md/public/files/publicatii_electronice/Gender/Gen_Guide_2008.pdf
- Bărbați și Femei pe piața muncii în Republica Moldova (Women and men on the labour market of the Republic of Moldova), <http://www.statistica.md/pageview.php?l=ro&idc=263&id=2200>
- Portret statistic al femeilor și bărbaților în Republica Moldova (Statistical Portrait of Women and Men in the Republic of Moldova), http://www.statistica.md/public/files/publicatii_electronice/femei_si_barbati/Portret_statistic_femei.pdf
- Forța de muncă în Republica Moldova. Ocupare și Șomaj (Labour force in the Republic of Moldova. Employment and Unemployment), <http://www.statistica.md/pageview.php?l=ro&idc=263&id=2204>
- Condițiile de creare și dezvoltare a întreprinderilor în Republica Moldova: analiza prin prisma de gen (Conditions for establishment and development of businesses in Moldova: Gender analysis), http://www.statistica.md/public/files/publicatii_electronice/conditii_intreprinderi/Conditii_creare_intreprinderi_ro.pdf
- Piața muncii în Republica Moldova (Labour market in Moldova), <http://www.statistica.md/pageview.php?l=ro&idc=263&id=2203>
- Femei și bărbați în Republica Moldova. Analiză în aspect teritorial (Women and Men in the Republic of Moldova. Analysis from territorial perspective), <http://www.statistica.md/pageview.php?l=ro&idc=263&id=2199>
- Setul armonizat de indicatori de dezvoltare sensibili la dimensiunea de gen, http://www.statistica.md/public/files/publicatii_electronice/Set_armoniz_indic/1_full_RO_final_publicata.pdf, <http://mmf.gov.md/md/documente/>
- Migrația forței de muncă în Republica Moldova (Labour Migration in Moldova), http://www.statistica.md/public/files/publicatii_electronice/migratia/Sinteza_MFM_2012.pdf
- Reconcilierea vieții profesionale cu viața de familie (Reconciliation of professional life with family life), http://www.statistica.md/public/files/publicatii_electronice/Reconcilierea/Reconcilierea_2010.pdf
- Copiii Moldovei (Children of Moldova), http://www.statistica.md/public/files/publicatii_electronice/Copiii_Moldovei/Copiii_Moldovei_ed_2012.pdf
- Munca copiilor în Republica Moldova (Child labour in the Republic of Moldova), http://www.statistica.md/public/files/publicatii_electronice/piata_fortei_de_munca/Munca_copiiilor_2009.pdf
- Tranziția de la școală la muncă (Transition from school to work), http://www.statistica.md/public/files/publicatii_electronice/Cercetarea_TSM/Sinteza_TSM.pdf
- Ocrotirea sănătății în Republica Moldova (Health care in the Republic of Moldova), http://www.statistica.md/public/files/publicatii_electronice/Ocrotirea_sanatatii/Ocrotirea_Sanatatii_2013.pdf
- Romii în Republica Moldova (Roma people in the Republic of Moldova), http://www.md.undp.org/content/dam/moldova/docs/Publications/Democratic%20Governance/UNDP_MD_Roma%20Report.pdf
- Monitorizarea situației copiilor și femeilor (Monitoring the situation of children and women), http://www.unicef.org/moldova/ro/MICS_RO_22-04-14.pdf
- Women's Factsheets 2015, by UN Women Moldova (will be shared with the hired consultant)

A few INTERNATIONAL examples of women's profiles:

- http://www.aoa.acl.gov/Aging_Statistics/minority_aging/Facts-on-Black-Elderly-plain_format.aspx
- <http://www.unwomen.org/-/media/headquarters/attachments/sections/library/publications/2013/12/un%20women%20briefthematicpsuswebrev3%20pdf.ashx>
- <http://www.olderadultfocus.org/Awareness/profile.pdf>
- http://www.bc.edu/content/dam/files/research_sites/agingandwork/pdf/publications/CP01_Workforce_Japan.pdf
- <http://www.hillstrategies.com/content/statistical-profile-artists-and-cultural-workers-canada>
- http://owjn.org/owjn_2009/component/content/article/54-understanding-violence-against-women/354-family-violence-canada-statistical-profile-2011

ANNEX 2

Suggestion of template for financial proposal/s:

Financial proposal	SET OF PROFILES on _____ (one of women with social issues, women at risk, women in leadership)		
	Profile 1 on topic _____	Profile 2 on topic _____	Profile 3 on topic _____
Full working days	_____	_____	_____
Fee per working day	_____	_____	_____
Other costs: _____	_____	_____	_____
Lump sum	_____	_____	_____

Financial proposal	Team LEADER's role
Full working days	_____
Fee per working day	_____
Other costs: _____	_____
Lump sum	_____